

I-Pad Lending

The library provides iPads to patrons who are eligible to use them.

Eligibility

- Must be 18 years old or older to check out iPads.
- Must have their own active library card with no outstanding fines at time of checkout. Reciprocal cards may not check out iPads.
- Read and agree to the iPad Lending Agreement in its entirety.
- Leave a valid driver's license or state ID with staff at the service desk.

Checkouts

Regulations of Use

The patron is responsible for the iPad from the time of acceptance until which time the library staff records and clears its return. The iPad must be returned in the same condition as when it was borrowed.

Items that are checked out must remain in the library.

Equipment is preloaded with selections made by library staff. Patrons may not add or remove apps, download any programs, or change the configuration of the iPad in any way. Passwords entered in the iPad should not be saved. Before returning the iPad, the patron should log out of any applications or accounts logged into and clear all passwords and documents. Any data and/or documents saved to the iPad during the loan period will be permanently erased.

The patron is required to report any problems experienced with the iPad during their borrowing period. The working condition of the iPad will be assessed before checkout and upon its return.

The Winnebago Public Library reserves the right to refuse service to anyone who abuses or is repeatedly late in returning iPads.

Loan Period and Renewals

iPads are available at the service desk on a first-come, first-serve basis. Only one iPad can be checked out at a time per account.

iPads will be scheduled at the discretion of the staff. If no one is waiting to use the iPad, the time may be extended.

The library clock is the official timepiece and will determine when appointments shall begin and end.

Renewal requests may be made in person at the main desk. Decisions as to the use and loanable time of the iPad are at the discretion of the staff.

Returns

iPads must be returned to the service desk and should not be returned in the book drop.

iPads must be returned fifteen (15) minutes before closing time.

When iPads are returned library staff are required to:

- Visually check the iPad to ensure that all pieces have been returned.
- Verify iPad is in operating condition
- Check in the iPad
- Return the patron's driver's license after making a copy in case further damage is discovered and file paperwork

The equipment will not be checked in until all pieces are returned. An iPad that is not returned will be considered stolen and the local police department will be contacted. If an iPad is lost, returned in parts, stolen, damaged, or otherwise not returned, the patron will be responsible to repair or replace the item.